



Providing information technology services to California  
Health and Human Services Agency Departments

CALIFORNIA STATE GOVERNMENT  
*Arnold Schwarzenegger, Governor*

CALIFORNIA STATE GOVERNMENT – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

# CEA

## CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

**-PENDING APPROVALS-**

DEPARTMENT OF PERSONNEL ADMINISTRATION (DPA)  
STATE PERSONNEL BOARD (SPB)

**DEPARTMENT:** Health and Human Services Data Center (HHSDC)

**POSITION TITLE:** CEA II – Deputy Director, Statewide Automated Welfare System

**SALARY:** \$ 7,302 - \$ 8,051

**FINAL FILING DATE:** **July 8, 2004**  
Applications must be postmarked by the final filing date.

**INTERVIEW DATE:** Interviews are tentatively scheduled during the month of July 2004

### POSITION DESCRIPTION:

Under the general direction of the Assistant Director, Systems Integration Division, the CEA II manages the activities of the Statewide Automated Welfare System (SAWS) Project and the Statewide Fingerprint Imaging System (SFIS) Project.

The SAWS Project is the automation of welfare programs and county business processes in California. The approach includes four county consortia welfare systems and a state-level database to track time-on-aid. SAWS supports six core programs (California Work Opportunity and Responsibility to Kids (CalWORKs), Food Stamp, Medi-Cal, Foster Care, Refugee and County Medical Services) and encompasses the following functions: eligibility determination, benefit computation, benefit delivery, case management and management information. Based on individual consortium business requirements, other programs or functions may be included in a consortium system. Following are the components of SAWS:

- Statewide Project Management is the state level organization responsible for managing the SAWS Project and overseeing SAWS consortia activities.
- Welfare Data Tracking Implementation Project (WDTIP) is the state level database system that tracks time-on-aid.
- Los Angeles Eligibility, Automated Determination, Evaluation and Reporting (LEADER) Consortium includes only Los Angeles County, which is fully implemented and now in maintenance and operations.

## (Position Description- Continued)

- Welfare Client Data System (WCDS) Consortium is comprised of 18 counties and is in development.
- Consortium IV (C-IV) is comprised of 4 counties and is in implementation.

The Deputy Director works with county welfare departments, agency representatives, and directors of other state departments and has full management responsibility for these automated statewide information technology projects. This position represents the HHSDC Director and Assistant Director in hearings, legislative committee and control agency meetings on policy matters; acts as primary policy liaison with other federal, state, and local government groups, and private organizations; and ensures that the SAWS and SFIS functions are administered in accordance with federal and state policy and regulations. The project is responsible for the design, development, implementation and maintenance and operations of the SAWS infrastructure representing over \$1 billion of state information technology investments. The Deputy Director leads and coordinates state functions for all SAWS; consults with the California Department of Social Services (CDSS) and California Department of Health Services (DHS) program managers; meets with state and federal control agencies to provide updates and to help ensure SAWS is understood and consistent with the Administration's position; formulates strategic direction for SAWS, and participates as a member of the HHSDC Executive Staff.

Role in Setting Major Department Wide Policies

The Deputy Director plays a significant role in the development of policy governing the automation of public assistance programs in California. One major area of policy influence is developing the state's strategy to reduce the number of county consortia. The types of policies resulting from this extremely complex endeavor range from determining the county/state funding shares; ensuring competitive procurements occur following applicable state and federal guidelines; considering a uniform, statewide policy around technical refreshing of equipment and supporting software; recommending the appropriate level of state oversight and authority of county-level contracts. This position also has responsibility for ensuring coordination and adherence to cross-departmental interfaces that must be developed in order to support the SAWS applications. The Deputy Director is also responsible for developing and implementing policies that govern the execution of ongoing activities in the SAWS and SFIS projects. These policies address the procurement and management of contracts, the expenditure of project funding, the utilization of project resources and the oversight of the consortia systems.

**EXAMINATION INFORMATION**

The examination process will consist of an application and qualifications evaluation by the departmental evaluation committee. **Applicants must provide examples of their experience by demonstrating how they meet each of the minimum and desirable qualifications as noted in this examination announcement.** The minimum qualifications and desirable qualifications will be used as the evaluation criteria to competitively assess the qualifications of the applicants. Interviews may only be conducted with the most qualified applicants. Qualified applicants will be ranked competitively and notified of their results on the employment list.

The results of this examination will not be used to fill subsequent vacancies. Appointment will be subject to SROA/Surplus.

**MINIMUM QUALIFICATIONS**

Applicants are required to have permanent California State civil service status and must meet the following qualifications for the CEA category. (Persons who are employed by the Legislature for two or more consecutive years under Government Code Section 18990, or employed by the Executive Branch for at least two consecutive years in a non-elected status, are eligible to apply.)

## (Minimum Qualifications- Continued)

- 1) Ability to perform administrative and policy influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:
  - a) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of contract and finance administration and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem-solving; principles and practices of policy formulation and development; personnel management; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet the objectives; Knowledge of State and Federal policies and regulations for Information Technology (IT) project plans, procurement, budget development, contract administration, and contractual terms and conditions that support successful implementation of large IT projects; knowledge of the Department of Finance, and its Technology Oversight and Security Unit; extensive knowledge of recognized best practices for IT projects and knowledge of risk areas in project life cycles
  - b) Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, vendors and the Legislature; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives; ability to develop strategies and manage projects consistent with strategic and tactical plans and manage very large IT projects with statewide impact.
- 2) The required knowledge and ability is expected to be obtained from the following kinds of experience; experience may have been paid or volunteer, in State service, other government settings or in a private organization.
- 3) Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.
- 4) Applicants must have permanent California State civil services status or meet the requirements of Government Code Sections 18990 or 18922, and satisfy the minimum qualifications.

**DESIRABLE QUALIFICATIONS**

- Experience in or working knowledge of State and Federal policies and regulations for Information Technology (IT) project plans, procurement, budget development, contract administration, and knowledge of contractual terms and conditions that support successful implementation of large IT projects.
- Management/administrative/project experience working with multi-levels of state government including the execution and/or evaluation of program policies.
- Experience in or a working knowledge of planning, organizing, and working with multi-disciplinary professional and administrative state staff, vendors, and contract staff to analyze the impact of infrastructure changes, procedures, and practices required by stakeholders.
- Experience in or a working knowledge of Department of Finance, the Legislature, and other control agencies requirements, policies, and practices.
- Experience analyzing complex IT policy issues and recommending solutions.

(Desirable Qualifications- Continued)

- Excellent communication skills (oral and written). Experience making formal/informal presentations to a variety of audiences (including executive level customers and stakeholders).
- Experience developing strategies and managing projects consistent with a strategic and tactical plan.
- Knowledge of the HHSDC customer base and the projects supporting those customers.
- Knowledge of California Department of Social Services programs and essential budget processes.
- Ability to delegate, foster cooperation, and encourage others to take action in a service-oriented culture.
- Knowledge of financial management practices that ensure project success within approved state and federal budgets.
- Experience developing and collaborating to build relationships with federal stakeholders.
- Demonstrated skill working effectively in a team environment to place emphasis on customer satisfaction, both internal and external.
- Knowledge of Independent Verification & Validation process and procedures as they relate to large system development projects.

Special Personal Characteristic

- Ability to accept responsibility and accountability for demonstrating leadership qualities.
- Ability to be a positive influence in spite of adversity.
- Ability to negotiate a win/win conclusion.
- Ability to encourage cooperation of all parties in order to accomplish goals.
- Ability to be flexible when circumstances change, accept change, and implement improvements.
- Ability to motivate, inspire and empower others.

**APPLICATION INFORMATION**

All interested applicants must file a standard state application (Form 678) and a resume to the address below:

Health and Human Services Data Center  
Human Resources Branch, Attention: Tammy Ervin  
P.O. Box 168025  
Sacramento, CA 95816

**Applicants must provide examples of their experience, which demonstrate how they meet each of the minimum qualifications and desirable qualifications on the application/resume or on a separate document.**

**Applications must be postmarked by the final filing date. Do not send application or resume via e-mail or fax.**

**Please indicate on the application Exam Code: 4HW05**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

Questions concerning the examination should be directed to Tammy Ervin at (916) 454-7299. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929; from voice phones: 1-800-735-2922. Please visit our website at <http://www.hhsdc.ca.gov>